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Class Specifications  
for the Class:

PARK INTERPRETIVE CENTER COORDINATOR  
(PARK INTERPRETIVE CTR COORD)

**Class Distinguishers:**

Complexity: Positions in this class are responsible for planning, coordinating and implementing informational and interpretive activities conducted within Hawaii's State parks. These activities are aimed at providing an awareness and appreciation of the history, arts, natural resources, sciences and cultural traditions of Hawaii and particularly of the island in which the park is located, for visitors and the island community.

The work involves responsibility for the interpretive program of a park or park complex which includes operation of a visitor or community center, interpretive shelter or related facilities; identification of park visitor needs; researching and gathering information on historic, artistic, scientific and cultural matters; and planning and implementing informational and interpretive park activities to meet park visitor needs (e.g., demonstrations, lectures, tours, hikes, exhibits, signs, brochures). These activities may be centered around a facility such as a visitor center, or may be conducted at various sites within the park to highlight the historic, artistic, natural resources, scientific and cultural assets of Hawaii.

Positions in this class are also responsible for developing and coordinating a volunteer workforce to implement programs and activities. Such responsibility may also include providing training opportunities and monitoring and evaluating volunteer services.

Personal Contacts: Personal contacts are with park staff, other departmental program personnel, civic groups and other special interest organizations, curatorial, non profit and other volunteer groups, consultants and the general public for the purpose of planning, implementing and coordinating informational and interpretive projects and activities within a State park.

Supervision Received: Positions receive general supervision from the Parks District Superintendent, from the Park

Interpretive Program Supervisor, or from supervisors of programs that may provide similar informational programs at State Parks. Positions in this class are expected to plan and carry out the necessary work activities independently based on their professional knowledge and experience, following park rules and policies and the park development and/or interpretation plan. Input on the planning of programs and activities at the parks is received from and discussed with a community advisory committee. However, decisions regarding the operation and implementation of park programs and activities are the responsibility of the Park Interpretive Center Coordinator.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Research methods and information gathering techniques; available resources and sources of information on the history, culture, arts, sciences and ethnic traditions of Hawaii; interpretive methods and techniques; communication skills and methods including oral, written, graphic, audio visual, exhibit and display; principles and practices of public relations; principles of human behavior and motivation; office practices and procedures; expository and report writing, interviewing and public speaking techniques; and pertinent State laws and rules.

Ability to: Plan, coordinate and implement informational activities; perform searches in the community and throughout the State for information of historic, artistic, scientific and cultural interest to visitors and the community; speak effectively before groups and individuals; establish and maintain effective working relationships with government agencies, resource professionals, civic groups, organizations, community groups, volunteers and the general public; interpret, apply and explain pertinent State laws, rules, regulations, policies and procedures and recommend additions and changes; prepare written reports and correspondence; operate sound system and audio visual equipment; and read and interpret written materials, prepare budgetary information.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements*

*does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Evaluates the areas of interest (of visitors and the community) through questionnaires or through informal discussions with park visitors and school or other community groups, and develop and implement informational programs and activities (e.g., interpretive talks, tours, and hikes).
2. Searches for, gathers, evaluates and verifies the authenticity of information, data, photographs and articles for display and other informational activities.
3. Presents or arranges for presentation of lectures, demonstrations, films, interpretive tours, etc.; and monitors and evaluates the presentations.
4. Writes and distributes brochures, flyers, news articles and other informational material publicizing present and upcoming activities and special events at the park.
5. Prepares or coordinates the preparation of interpretive materials (e.g., brochures, signs, and displays) for park exhibits, educational programs, and presentations.
6. Conducts or arranges for various interpretive services in the park, such as guided tours for special audiences, providing interpretive talks to visitors, and coordinating special events in the park.
7. Recommends the establishment of and maintains operating procedures including regulations on the use of facilities, conditions and agreements with exhibitors, etc.
8. Meets with the Community Advisory Committee in planning park activities.
9. Maintains liaison with other exhibition and informational type centers throughout the State to acquire resources for presentations.
10. Coordinates the construction, installation, maintenance and interpretation of exhibits and displays.

11. Maintains liaison with the daily newspapers and other media.
12. Speaks to various organizations, schools and groups on park objectives, programs and activities.
13. Arranges for live demonstrations on cultural practices and activities such as dancing, singing, food preparation, weaving, etc.
14. Prepares, submits and maintains operational reports, records and correspondence.
15. Maintains inventory of supplies, equipment, printed materials, and permanent collection items.
16. Assists in the preparation of operating and Capital Improvement Project budgets for the park program.
17. Schedules visitor groups for park activities and monitors and evaluates individuals and community volunteer groups providing the interpretive services for these audiences.
18. Develops and coordinates volunteer projects, schedules volunteers, and promotes volunteer involvement in the park to accomplish work projects.
19. Develops and coordinates training opportunities for volunteers providing interpretive services within the park.
20. Photographs displays and other presentations for exhibit records and for publicity purposes.
21. Gains the cooperation and interest of various agencies, groups and individuals in providing displays, presentations or other activities.

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PART I  
PARK INTERPRETIVE CENTER COORDINATOR

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This is a change in class title and class code from Wailoa Center Coordinator (2.950) to PARK INTERPRETIVE CENTER COORDINATOR (PARK INTERPRETIVE CTR COORD), 2.944; and an amendment to the specification which was approved on July 16, 1985.

DATE APPROVED: \_\_\_\_\_  
JAMES H. TAKUSHI  
Director of Human Resources Development